

## **DEVELOP YOUR MANAGERS AND SUPERVISORS LEADERSHIP AND SUPERVISORY SKILLS**

We all know that being a manager isn't easy. Roles are changing and today's managers find themselves faced with not only being responsible for the goals of their workforce but for the entire organization as well. These nine top-selling management training DVDs provide proven techniques that are guaranteed to improve productivity and people skills for new managers and seasoned veterans.

### **Learning points include:**

- How to look for positive behavior, and praise often.
- Earn the trust of the people you manage.
- Reduce frustrating miscommunications.
- Nurture teams through development stages.
- Set goals that can be achieved—and are worth achieving!



The Great Falls Job Service Employer Committee will be sponsoring a series of “Lunch and Learn brown bags” sessions during 2014-2015 featuring the Manager’s Collection from Kantola Productions

### **It’s at no cost to you!!!**

Where: Great Falls Job Service, 1018 7<sup>th</sup> St S  
Time: 12 noon to 1:00  
Sign Up: Call or e-mail—Jerry, 791-5804, [jkenik@mt.gov](mailto:jkenik@mt.gov)  
or Barb, 791-5816, [bhardy@mt.gov](mailto:bhardy@mt.gov)

Seating limited to 30 participants

When:	Topic:
August 28, 2014	Leadership at Every Level
September 25, 2014	Key Skills for Great Managers
October 23, 2014	Motivating Your Employees
November 20, 2014	Performance Coaching
December	Christmas Break
January, 22, 2015	The Well-Managed Meeting
February 26, 2015	Time Management
March 26, 2015	Breakthrough Listening
April 23, 2015	Conflicts in the Workplace
May 22, 2015	Criticism: Giving and Taking